

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
1222 SPRUCE STREET
ST. LOUIS, MISSOURI 63103-2833

CEMVS-IM-P

Regulation
No. 25-1-32

15 August 1997

Information Management
DIRECTIVES AND PUBLICATION MANAGEMENT

1. PURPOSE. To prescribe policy, responsibility, and guidance for the application and management of all St. Louis District office directives and publications.
2. APPLICABILITY. This pamphlet is applicable to all organizational elements within the St. Louis District.
3. REFERENCES.
 - a. AR 25-1, The Army Information Resources Management Program, 25 Mar 97.
 - b. AR 25-30, The Army Integrated Publishing and Printing Program, 28 Feb 89.
 - c. DP 25-1-31, Index of St. Louis District Directives and Publications, 1 May 96.
4. GENERAL.
 - a. Official District publications are used to disseminate policies, responsibilities, and procedures to District elements. Multiple-addressed memorandums will not be used as a substitute for an official publication. In certain situations, information may need to be published immediately, and a memorandum is acceptable in instances such as these. However, an official publication must follow within a 90-day period and this should be stated in the memorandum.
 - b. CEMVS District Regulations (DRs) are signed by the Commander. They contain policies, responsibilities, and administrative procedures. They are directive, apply throughout the command, and remain in effect until superseded or rescinded.
 - c. CEMVS District Pamphlets (DPs) contain information, guidance, or reference material of a continuing nature. Pamphlets will not be used to implement Army regulations (ARs). They may be signed by the Chief of the proponent office.

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d. CEMVS Office Memorandum (OMs) contain policies, responsibilities, and administrative procedures of a continuing nature. Each memorandum will be confined to a single subject.

e. CEMVS District Circulars (DCs) contain material that is directive or informational in nature. They apply throughout the agency. Each circular will have an expiration date that is not later than two years from the date of issue. Each Circular will be limited to a single subject.

f. CEMVS Supplements contain policies, responsibilities, and administrative procedures required to implement ARs or higher command regulations.

g. Distribution should be indicated on all official publications. Distribution should include five copies for CEMVS-IM-P recordkeeping purposes, and two copies to be forwarded to CEMVD.

5. PROCEDURES.

a. The proponent of any District publication shall coordinate the proposed publication with those District organizational elements having a legitimate interest, and when proposed publication impacts the policies, programs, and procedures of other offices. Coordination shall normally be accomplished prior to submittal to CEMVS-IM-P.

b. When the coordination is complete, the proposed publication should be sent to the Publications Control Officer (PCO), CEMVS-IM-P, to begin the publication process. Include a completed DA Form 260 (see Appendix A). The DA 260 should include the office symbols and appropriate signatures of all concurring offices.

6. RESPONSIBILITIES

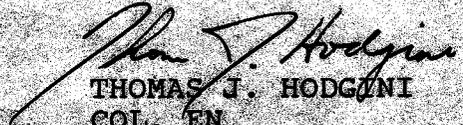
a. The PCO will review the proposed directive for proper format, references, and grammar; and, will assign the proper publication number.

b. The proponent of the publication is responsible for the content, and for obtaining signatures of concurring offices.

c. The PCO will insure that the publication is written using the neutral language policy that does not discriminate on the basis of race, gender, etc.

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d. The PCO will be responsible for conducting the 18 month review of all District publications, and for updating DP 25-1-31, Index of St. Louis District Directives and Publications, as required.


THOMAS J. HODGINI
COL, EN
Commanding

APPENDIX:
APP A - DA Form 260

DISTRIBUTION:
SF
CEMVD-IM
CEMVS-IM-P (5)

REQUEST FOR PRINTING OF PUBLICATION		DATE
For use of this form, see AR 310-3; the proponent agency is TAGO.		X
TO: (Include ZIP Code)	FROM: (Originating Agency)	
CEMVS-IM-P	X	
	PERSON TO CONTACT	TELEPHONE/AUTOVON NO.
	X	X
PART I - COMPLETED BY ORIGINATING AGENCY		
1. TYPE AND TITLE OF PUBLICATION (On Confidential or higher classified publications, indicate the title which can be listed in index (DA Pamphlet 310-1))		
X		
2. JUSTIFICATION (Indicate why publication is needed, such as statutory requirement, DOD Directive, etc.) REQUIRED STATEMENTS/ CLEARANCES, INFORMATION, AND SPECIAL REQUESTS (Use reverse side and plain paper for additional space if necessary)		
X		
3. RELATED PUBLICATIONS	4. PUBLICATIONS TO BE SUPERSEDED (DA publications (including interim changes), forms, and requirement control symbols (RCSs))	
X	X	
5. COPYRIGHT MATERIAL		
a. INCLUDED IN MANUSCRIPT (If "YES" copy of copyright release must be attached)	b. HELD BY (Name and address, include ZIP Code, of copyright owner)	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
6. DISTRIBUTION RESTRICTION (Publication contains material that would restrict distribution)	7. SALE BY SUPERINTENDENT OF DOCUMENTS	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> MAY BE SOLD <input checked="" type="checkbox"/> NOT TO BE SOLD	
8. RECOMMENDED DISTRIBUTION (Include statement as to whether or not distribution to National Guard and USAR is required)		
X (Include 2 copies for CEMVD, and 5 copies for CEMVS-IM-P)		
THIS PUBLICATION, FOR WHICH PRINTING IS REQUESTED, DOES NOT UNNECESSARILY DUPLICATE EXISTING PUBLICATIONS AND IS ESSENTIAL TO THE EFFECTIVE, EFFICIENT, AND ECONOMICAL CONDUCT OF OFFICIAL BUSINESS.		
TYPED NAME AND GRADE OF AGENCY HEAD (Deputy, Director, or Division Chief)	SIGNATURE OF AGENCY HEAD (Deputy, Director, or Division Chief)	
(SIGNATURE BLOCK OF DIVISION/OFFICE CHIEF)		

PART II — CONCURRENCES

LIST AGENCY AND NAME AND GRADE OF CONCURRING OFFICER

X (LIST NAMES AND OFFICE SYMBOLS OF CONCURRING OFFICIALS)

PART III — APPROVING AUTHORITY *(To be used by general staff or higher level agencies when submitted thereto for approval)*

APPROVED FOR PUBLICATION

PART IV — PUBLICATION CONTROL ACTION

APPROVED IN ACCORDANCE WITH AR 310-3.

DATE	TYPED NAME AND GRADE	SIGNATURE

PART V — REQUIREMENT CONTROL ACTION

APPROVED IN ACCORDANCE WITH AR 335-15. REQUIREMENT CONTROL SYMBOL ASSIGNED: _____

DATE	TYPED NAME AND GRADE	SIGNATURE

CONTINUATION/REMARKS